



East Broad Top Railroad Archives and Special Collections



Scope of Collections

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Authority	The EBT Foundation, Inc., General Manager, Brad Esposito The Friends of the East Broad Top Inc., President, Andy Van Scyoc
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PURPOSE

The East Broad Top Railroad Archives and Special Collections (the Archives) was established to protect, preserve, and provide access to the history, memory, and legacy of the East Broad Top Railroad (“The EBT”) National Historic Landmark. The Archives was established in May 2021 as a conjoined operating unit between the EBT Foundation, Inc., (EBTF), and Friends of the East Broad Top, Inc. (FEBT).

The Archives’ Scope of Collections (SOC) provides guidelines for the assessment of materials proposed for formal incorporation into the Archives. These materials may include archival records as well as three-dimensional artifacts.

This document is effective immediately and remains in effect until superseded or canceled. The document will be updated periodically to incorporate new criteria as identified by the Collections Advisory Committee during their review of proposed accessions. Questions or proposals for revision should be submitted to the POC listed above.



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SCOPE

What Is the East Broad Top? This question has many answers, depending on the focal length of the lens with which one views the property.

At the simplest level, the EBT is a train – but a remarkable one. Among the first railroads in the country to experiment with an enticing but unproven idea – a narrow-gauge line – it lived to become the last narrow-gauge common carrier east of the Rocky Mountains. Today its route is the oldest surviving narrow-gauge track anywhere in the U.S. And with its high-performance locomotives, home-built steel car fleet, and innovative system for handling standard gauge cars, it laid claim during its later life to the title of the most modern narrow gauge in the country.

But what survived at the EBT is not just the trains but also the complete infrastructure of shop equipment that built and maintained the railroad, as well as other operation-oriented structures such as the roundhouse and the iconic general office. This remarkably intact facility has been described by the Smithsonian as the best-preserved example of a 1900-era industrial site anywhere in the country. The EBT must be thought of as just a train and also more broadly as a showcase for historic industrial technology.

Zoom out one more level and the EBT is refocused as the centerpiece and enabler of an industrial economy. Its existence led to the creation of additional industrial entities that could not have flourished without the railroad. The East Broad Top was fortunate to be located in a countryside rich in industrial minerals. Specialty coal was mined on Broad Top Mountain by the EBT's sister company, the Rockhill Iron & Coal Co. The coal was shipped to sixteen states, to Canada, and even overseas. The Aughwick Valley held large deposits of iron ore, which fed blast furnaces in the first half of the EBT's existence. The mountains along its route were carpeted with the rare ganister rock, a raw material that made the railroad's Mount Union terminus the world leader in the production of key products required by the steel industry.

Zoom out again, and it becomes apparent that the East Broad Top played a vital role in the communities it served. At its peak, it only operated just over fifty miles of track. Nonetheless, it directly employed more than 200 railroaders and enabled the industries it served to create another 2200 jobs, growing and supporting the local population. And at the human level, the EBT carried not only the output of mines and factories, but also commuting workmen, high school students headed for class, and the local doctor making a house call.

The Archives seeks to collect and preserve materials from all of these successive perspectives, which may be represented in terms of the following eras:



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The EBT Common Carrier Railroad Era and its operational relations with other companies and organizations (1856-1956);

The EBT Kovalchick Tourist Railroad Era and its operational relations with other companies and organizations; under the stewardship of the Kovalchick Family (1956-2020);

The EBT Foundation, Inc. (EBTF) Tourist Railroad Era (2020-future); and,

The Friends of the East Broad Top, Inc. (FEBT) Collections, which capture content from each of the above eras, are also included and considered an integral part of the entire catalog of the EBT documentation.

AUTHORITY

Selection decisions will be executed by a Collections Advisory Committee that includes EBT subject matter experts, established under the authority of East Broad Top Railroad, Inc., and the Friends of the East Broad Top, Inc. The Committee will assess and select materials for inclusion in the Archives, ensuring that the collections appropriately represent the EBT – its operations, infrastructure, related industries and economies, and role in the communities it served – in support of the EBT and its stakeholders. The collections included in the Archives will remain and be accounted for as the property of the EBTF or FEBT respectively. See Appendix A for additional information about the Committee.

STANDARDS FOR INCLUSION

Sources

The Archives will incorporate archival records and physical artifacts from many sources including, but not limited to

- Those EBT records located within the EBT Orbisonia Passenger Station vaults, and the EBT Shops Complex;
- The FEBT Collections, to include collections stored at the Robertsdale Museum and Station and with members;
- Donations and gifts to either the EBTF or FEBT; and
- Purchases by the EBTF or FEBT.

Types

The Archives will include the following types of material:



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- Maps and drawings of structures, rolling stock, machinery, and the like, whether reproduced as tracings, blueprints, blue-line prints, photocopies, or other common means.
- Original print photographs, reproduction print photographs, negatives, slides, other analog media.
- Administrative loose and bound records, files, and bound volumes.
- Internal company correspondence and reports, notebooks, letters, manuscripts, newspaper/magazine articles, and marketing and publicity materials. Also included are EBT stationery and forms.
- Material pertaining to railroad operations, such as locomotive appliance manuals, parts catalogs, transportation and freight standard manuals and related tariff and freight regulatory announcements and documentation.
- Ephemera and other associated physical objects, such as historic gift shop trinkets, tourist marketing brochures, posters, and documentation.
- Artifacts that were the original property of the EBT and actively used in operations such as survey tools and instruments, outdoor advertising signs, and lanterns.
- Oral history, in transcribed or audio form.
- Organizational records or other related materials from the companies and organizations associated with the EBT, such as the Rockhill Iron and Coal Company and its successors, and other shippers and receivers.
- Original research notes and materials related to significant EBT scholarship, to include a preservation copy of published works.
- Publications and research materials relating to the EBT and associated companies created by the National Park Service and its sub-agencies.

Eligible material may be three-dimensional objects, paper or other flat printed or graphic media, analog (for example, magnetic tape), digital images, and “born-digital” documents (records and materials with no physical or analog format).

Criteria

The Archives will acquire and keep materials permanently in its collections if they retain their physical integrity, authenticity, and usefulness for the purposes of the Archives under the jurisdiction of the EBTF and the FEET. These purposes include but are not limited to railroad operations and restoration, education, research, scholarship, interpretation, and exhibition.



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Materials selected for incorporation into the Archives should satisfy the following conditions:

1. The material is relevant to and consistent with the purposes and activities of the Archives.
2. The material is connected to the EBT in one or more of these ways:
 - a) It is represented in the Scope of Collections previously listed.
 - b) It was owned by the EBT and therefore was at one time considered EBT property.
 - c) It was made or written by a person employed by the EBT, or by a supplier, passenger, shipper, or receiver of the EBT, and is relevant to their contact with the EBT.
 - d) It was owned and used by a person or organization associated with the EBT, such as a supplier, passenger, shipper, or receiver on the EBT, and is relevant to their contact with the EBT.
 - e) It has a direct and important connection to a major event in the history of the EBT.
3. The provenance of the material is known, and, if possible, documented. Generally, materials whose provenance is well-documented are more likely to be selected for the Archives than those whose provenance is not well-known.
4. The physical condition of the material is of sufficient quality to warrant its use by the Archives, including but not limited to archival, instructional, scholarly, interpretative, or exhibition purposes.
5. The physical condition of the material is **not** of sufficient quality but the material's relevance and significance to the collection warrants consideration of future conservation treatment.
6. The Archives, under the jurisdiction of the EBTF and the FEBT, can provide proper storage, protection, and preservation care for the artifact under the best conditions possible. Acceptance of the material places the responsibility for its continued maintenance and protection on the Archives.
7. The material is not of illicit origin or doubtful title. The Archives will not knowingly or willfully retain, accept, or acquire any material that was illegally transacted, or that would support or encourage irresponsible damage to the physical entity or reputation of the EBT and its associated stewards and stakeholders.

Standards for Exclusion

The Archives will not incorporate records or artifacts solely because they are linked to the Scope of Collections. Some in-scope materials may still not be desirable because of:

- Duplication or reproductions of any types of materials found in the collection;
- Poor physical condition or quality;
- The expense, space, and environmental conditions necessary to retain, acquire, preserve, conserve, and store them; or,



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- Other factors that may constrain the Archives' ability to store and preserve the materials for posterity.

All donations will be reviewed by the Collections Advisory Committee for potential inclusion in the Archives. As a result of the Committee's assessment, donated material could be:

- Added to the Archives (in whole or in part);
- Used for other EBT-related exhibit, interpretation or educational activities;
- Added to the FEBT's library;
- Transferred to another non-profit organization if more appropriate for their collections;
- Sold to support the Archives; or
- Under some circumstances, discarded (for example, items in extremely poor condition).



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Appendix A: Collections Advisory Committee

The Collections Advisory Committee is responsible for the following functions:

- Draft and maintain the Scope of Collection Statement;
- Determine which types of materials will be maintained in the collection to support the mission and programs of the EBT, the EBTF, the FEBT, and other key EBT stakeholders;
- Review and make recommendations concerning all potential additions to the collection by donation, gift, purchase, transfer, exchange, or loan;
- Develop and maintain the list of desired acquisitions needed to complete the collection;
- Review and make recommendations concerning all potential deaccessions or disposals.

MEMBERSHIP

The Collections Advisory Committee will be staffed to represent deep expertise in the EBT - its history, business and community context, the organizational histories of the EBTF and the FEBT from which the bulk of the initial collection was established, and archives and special collections professionals, both paid staff and volunteer.

The Collections Advisory Committee membership is as follows:

- Chair – The Committee will be chaired by the Archivist, who will be responsible for convening the committee to oversee proposed acquisition decisions, facilitating the Committee’s work, and ensuring Committee recommendations are documented and executed following EBTRR ASC collection management and other related policies.
- Permanent Members – The Committee will have at least two (2) and up to (6) permanent members in addition to the Chair. The Collections Custodians from the EBTF and FEBT will serve as two permanent members of the Committee. The Committee may have up to four additional members representing subject matter expertise, two to be appointed by the East Broad Top Foundation, Inc., and two to be appointed by the Friends of the East Broad Top, Inc.
- Auxiliary Members –Auxiliary Members will be designated to advise the Committee when specialized expertise or greater stakeholder engagement is needed.

The membership of the Collections Advisory Committee will be reviewed annually by the Committee Chair, and reaffirmed by the EBTF and the FEBT, and by associated stakeholder organizations (for their respective Auxiliary Members).

MEETINGS

The Committee will meet quarterly on a date determined at the end of the prior quarterly meeting. Additional meetings may be called if necessary. A quorum of the Committee shall be a simple majority of the members.



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DOCUMENT HISTORY

Date	Approved by	Description
21 DEC 2021	EBTRR ASC Task Force	Initial document issuance
03 FEB 2022	EBTF Advisory Committee Chair	Review, approval, and adoption
17 FEB 2022	FEBT BOD	Review, approval, and adoption
30 APR 2022	EBTRR ASC Workerbees	Update to archive@febt.org
10 APR 2023	EBTRR ASC Workerbees	Delete archive@febt.org
21 APR 2023	EBTRR ASC Workerbees	Revise Standards for Exclusion. LR
26 JULY 2023	THE ARCHIVES Workerbees	Revisions to the entire document.
29 JULY 2023	Collections Advisory Committee	Review, approval, and adoption of revisions.